

MINUTES

INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD

May 5, 2004

Richmond, Virginia

MEMBERS PRESENT: James F. McGuirk, II, Chairman
Chris Caine
Jimmy Hazel
John C. Lee, IV

MEMBERS ABSENT: Len Pomata

OTHERS PRESENT: Lem Stewart, Commonwealth Chief Information Officer
Jerry Simonoff, VITA Strategic Management Services Director
Dan Ziomek, VITA Associate Director for Project Management
Jo Jo Martin, VITA Project Management Division
(See Attached Attendance Log)

Call to Order

Chairman McGuirk called the Information Technology Project Review Committee meeting to order at 9:30 a.m. Following a roll call, Chairman McGuirk acknowledged that a quorum of the members was present.

Approval of Minutes

Chairman McGuirk called for approval of the minutes of the March 3, 2004 Committee meeting.

MOTION: A motion was made by Mr. Lee that the minutes of the March 3, 2004, meeting of the IT Project Review Committee be approved as written. Seconded by Mr. Hazel, the motion carried unanimously.

Committee Administration and Staff Support

Mr. Dan Ziomek, Associate Director of the VITA Project Management Division (PMD), reminded Committee members that, as reported at the last Committee meeting, staff had begun development of a Project Management Standard to improve management and oversight of Commonwealth technology projects. Coordination of the final draft of the new standard is nearing completion. Comments from agencies and institutions of higher education are being evaluated. Board members will be notified when the revised draft standard is available, with a

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tentative posting date set for May 14, 2004. The standard will be presented to the Committee and Board for approval at their June meeting.

Discussion followed on how to improve project planning information being submitted by the agencies.

STAFF ACTION: In response to a request from Chairman McGuirk, PMD staff will develop metrics to measure improvement in project planning submissions.

Mr. Ziomek reminded Committee members that, at their last meeting, Ms. Jo Jo Martin discussed information reporting requirements for inclusion in the Recommended Technology Investment Projects Report to be submitted to the Governor and General Assembly on September 1. Ms. Martin had asked for feedback on data elements used in the report, explaining that PMD would need to request collection of specific data elements in the strategic planning guidance going out to the agencies in mid May.

Mr. Ziomek then presented a document outlining the processes used to develop the 2003 Report and defining alternatives for project reporting in the September 2004 Report. Mr. Ziomek asked that the Board consider the suggested alternatives to be used in developing the report at the Board's strategic planning meeting scheduled for June. Any guidance coming out of the June meeting would be used in structuring the portfolio for development of the September Report.

Mr. Ziomek announced that Ms. Jo Jo Martin, IT manager with the Project Management Division, had accepted a new position with the Virginia Community College System and would be leaving VITA. He announced that Mike Sandridge would be taking over Ms. Martin's assignments in PMD. Chairman McGuirk thanked Ms. Martin for her efforts on the Committee's behalf and extended her best wishes for the future.

Technology Collaborations in Higher Education

Chairman McGuirk noted that as a result of questions brought up at a previous meeting while considering a Virginia State University project, the Committee had requested a briefing on technology collaboration among colleges and universities within the Commonwealth. He introduced Ms. Joy Hughes, Vice President for Information Technology and CIO at George Mason University.

Ms. Hughes then introduced other higher education representatives who would also participate in the briefing--Mark Willis, Virginia Commonwealth University and Chair of the Virginia Higher Education CIO Council; Rusty Waterfield, Old Dominion University; and Dana Abbott, Mary Washington College.

Ms. Hughes brought to the Committee's attention a brochure on *Virginia's Higher Education IT Collaborations*. She specifically discussed the Virginia Alliance for Secure Computing and

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Networking (VA SCAN) which offers security services to Virginia's higher education institutions; VASCUPP—nine institutions with delegated procurement authority who formed a buying consortium to achieve greater educational discounts; and Course Management Systems that provide templates for Web development of courses and course materials, testing capabilities, and record keeping.

Mr. Willis briefed Committee members on the State's contract with Systems & Computer Technology (SCT) for higher education administrative systems software and services. The new contract was a collaborative effort and consolidated all current contracts between Virginia higher education institutions and SCT and streamlines procurement processes and contract administration. The contract is expected to provide \$3.7 million in savings.

Ms. Abbott briefed Committee members on the Virginia Banner Users Group (VABUG). Ms. Abbott advised that the focus of the group is currently on collaboration regarding State interfaces and reports and the sharing of code, procedures, and training materials. She discussed the interfacing of eVA (the State's electronic procurement system) and the SCT Banner system at certain universities.

Mr. Willis, as chair of the Higher Education CIO group, presented some of the group's ideas for future directions for administrative systems collaborations. Discussion followed. In response to a question from Mr. Caine as to how the Committee could assist higher education in their collaboration efforts, Ms. Hughes responded that they would like to see more cooperation from the State agencies that they interface with—specifically the sharing of code.

Mr. Stewart asked if higher education CIO's were open to participating with VITA and other agencies to promote better collaboration efforts and development of new initiatives. Discussion followed on the planned reactivation of the Council on Technology Services (COTS) as a means to bring those groups together.

In response to a question from Mr. Simonoff, Ms. Hughes also discussed academic computing and distance learning courses.

Chairman McGuirk thanked the higher education representatives for their presentation and commended them on their IT collaboration efforts.

Virginia Commonwealth University – Administrative System Replacement

Ms. Martin, PMD staff, gave a brief overview on a request for development approval for the Administrative Systems Replacement Project from Virginia Commonwealth University. Ms. Martin explained that VCU's major administrative systems were currently using obsolete technology and do not provide the functionality necessary to remain competitive. The Administrative Systems Replacement initiative will modernize the administrative application systems and infrastructure platform. An Enterprise Resource Planning (ERP) system for higher

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education, SCT Banner, has been selected for implementation and will be procured from an existing state contract. The estimated total project cost is \$11.3 million and is included in the University's budget.

Ms. Martin introduced Mark Willis, CIO at Virginia Commonwealth University, and James Thomas, the Project Manager.

Ms. Martin informed Committee members that the Project Manager, James Thomas, had just recently completed the Project Manager Qualification requirements. Ms. Martin advised that the CIO is recommending development approval contingent upon VCU notifying the Commonwealth CIO that funding for the Administrative Systems Replacement Project had been secured following final approval of the Commonwealth's fiscal year 2005 budget.

Discussion followed concerning the projected cost savings—whether they would be through cost avoidance or actual savings.

MOTION: A motion was made by Mr. Caine that the Committee recommend development approval to the IT Investment Board for the VCU Administrative Systems Replacement Project with the contingency that the Commonwealth CIO shall be notified that funding for the project is secure in the approved Commonwealth FY05 Budget. Seconded by Mr. Hazel, the motion carried unanimously.

Virginia Department of Transportation – Roadway Network System

Ms. Martin gave a brief overview of a request from the Virginia Department of Transportation for development approval for the Roadway Network System Project. The Highway Traffic Records Information System (HTRIS) is the official repository of roadway information used for internal management and reporting at VDOT and for federal reporting of the VDOT roadway inventory. Implemented in 1991, HTRIS employs a hierarchical database running on a VITA mainframe. Users of the system cannot easily enter, update, retrieve, sort, or share the HTRIS data. Recently developed and planned information systems cannot directly communicate and share data due to the incompatibility of the hierarchical and relation database systems. The proposed Roadway Network System will replace the HTRIS system, allow for integration with other VDOT systems, and spatially enable the roadway data. The estimated project cost is \$5,257,000, which will be funded using non-general funds.

Ms. Martin introduced Murali Rao, Director of VDOT's IT Applications Division, and Scott McCombe, the Project Manager, and advised that the CIO was recommending development approval contingent upon two modifications to the Charter to include co-sponsors from the core business areas impacted by business process reengineering and full integration of the project's GIS component into the Virginia Enterprise GIS to the full satisfaction of the CIO.

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Discussion followed on the need to include the business counterparts as co-sponsors; the need to document the return on investment for the project; and, compliance with the GIS contingency on the project.

Mr. Stewart explained the GIS contingency and VITA's plan to create a Virginia Enterprise GIS. Mr. Rao remarked that VDOT fully supports the Commonwealth's GIS program.

STAFF ACTION: PMD staff will revise the Charter template to add "projected savings" to the Resources section in order to better account not only for resource commitment being made by the business sponsors, but also business sponsor commitment to achieving projected savings.

MOTION: A motion was made by Mr. Hazel that the Committee recommend development approval to the IT Investment Board for the Virginia Department of Transportation's Roadway Network System, with the following contingencies: (1) That the RNS Project Charter be modified to include co-sponsors from the core business areas impacted by business process re-engineering. The charter-defined roles of the co-sponsors must clearly establish co-sponsor responsibility for delivery of promised savings from identified business process improvements in the co-sponsors' respective business areas. (2) That the RNS Project Charter scope be modified to include full integration of the RNS Project GIS component into the Virginia Enterprise GIS to the full satisfaction of the CIO. Seconded by Mr. Caine, the motion carried unanimously.

Commonwealth Project Management Oversight and Dashboard Demonstration

Ms. Judy Marchand, acting manager of the Project Management Office, briefed Committee members on the Commonwealth's Technology Management Project Oversight process. She reviewed project oversight roles for the IT Investment Board, the CIO, Proponent Secretariat Oversight Committees, and agency internal oversight committees.

Mr. George Williams, PMD staff, gave a demonstration of the Commonwealth Major IT Project Status Report Dashboard. He reported that the Web-based application was introduced two years ago to provide agencies, Proponent Secretariat Oversight Committees, and now the CIO, a common framework to review and assess progress of major IT projects. The Dashboard is updated monthly. Discussion followed.

STAFF ACTION: PMD staff will establish Dashboard accounts for Committee members as requested.

Ms. Marchand then discussed current issues with regard to project management oversight and presented planned VITA solutions to address them. A key planned initiative includes the establishment of a project oversight management position within PMD. The position would be

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responsible for implementing a complete independent verification & validation program and would oversee Dashboard audits.

Other Business

No other business was discussed.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 12:10 p.m.

Minutes approved by the IT Project Review Committee on July 7, 2004.

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ATTENDANCE LOG

<u>Name</u>	<u>Affiliation</u>
Joy Hughes	George Mason University
Rusty Waterfield	Old Dominion University
Dana Abbott	Mary Washington College
James Thomas	VCU
Mark Willis	VCU
Richard John	VCU
Catherine Stark	EDS
Danny Berrier	SMI
H. F. Jones	Venturi Technology Partners
C. W. Laugerbaum	Indigetechn
Fred Helm	Kemper Consulting
Skip Maupai	Dominion Group, Ltd.
Fred Norman	CVC, LLC
Kathy Norms	CVC, LLC
Peter Blake	Office of the Secretary of Education
Jason Powell	JLARC
Mary Clarke	Virginia Department of Transportation
Deborah Vaughn	Virginia Department of Social Services
Ed Vincent	Virginia Department of Social Services
Tracy Baynard	McGuire Woods Consulting
Susan McCleary	State Board of Elections
Majid Khan	State Board of Elections
Mike Woods	Troutman Sanders
Roz Witherspoon	VITA
Sally Love	VITA
Linda Hening	VITA
Judy Marchand	VITA
Constance Scott	VITA
George Williams	VITA
James Wilson	VITA
Debbie Dodson	VITA
Dan Moore	VITA
Tom Bradshaw	VITA
Paul Lubic	VITA
Kelley Hellams	VITA